

CHARTER TOWNSHIP OF DELTA
Public Meeting Room B
Delta Township Administration Building
7710 West Saginaw Highway
Lansing MI 48917

TOWNSHIP BOARD COMMITTEE OF THE WHOLE MINUTES
MONDAY, FEBRUARY 11, 2013

I. CALL TO ORDER –

Clerk Clark called the meeting to order at 6:04 p.m.

II. ROLL CALL –

Members Present: Supervisor Kenneth Fletcher (arrived 6:09 p.m.), Treasurer Howard Pizzo, Clerk Mary Clark, and Trustees Jeff Hicks, Dennis Fedewa, Karen Mojica and R. Douglas Kosinski

Members Absent: None

Others Present: Manager Richard Watkins, Deputy Manager Jen Roberts, Community Development Director Mark Graham, Assessing Director Brian Telen, Utility Director Tom Morrissey, Parks Recreation and Cemeteries Director Markus Kirkpatrick and Finance Director Jeff Anderson

TRUSTEE FEDEWA MOVED SUPERVISOR FLETCHER BE EXCUSED FROM COMMENCEMENT OF THE FEBRUARY 11, 2013 COMMITTEE OF THE WHOLE MEETING. TRUSTEE HICKS SUPPORTED THE MOTION. MOTION PASSED 6-0.

III. SET/ADJUST AGENDA – None.

IV. PUBLIC COMMENT – None.

V. COMMUNICATONS – None.

VI. PRESENTATIONS – None.

VII. MANAGER’S REPORT –

Manager Watkins continues to meet with EATRAN in regards to regional

transportation as well as improvement in Delta Township. A meeting was held last week with CATA. Discussions are going well and hopefully some proposals will be coming forward over the next couple of months.

Deputy Manager Roberts and Manager Watkins met with the Sheriff and Undersheriff recently along with Lt. Campbell talking about several issues to improve working relationships and improve communication through computer systems including statistical information. Additional discussion took place regarding the contract for services which is up in 2014.

VIII. DEPARTMENT REPORT –

1. Assessing Department – Brian Thelen

Assessed values for 2013 are flat and as a result that there should be some increases in property values coming in 2014. The department was down one full-time staff member the majority of the 2012 calendar year. The website has a lot of activity and saves the staff a lot of additional telephone calls. There are 71 cases currently pending with the tax tribunal. They are all from 2011 and 2012 appeals as the 2010 appeals have all been resolved. Appeals have gradually declined since 2009 and the hope is that trend will continue. 2013 Assessing Change Notices will be sent soon.

2. Utility Department – Tom Morrissey

The most water purchased and distributed ever was in 2012. Temperatures and the dry season had an impact. Fire hydrant maintenance increased last year. Staking for Miss Dig took place at a consistent rate. The radio read program has 100 units left to be installed which should be completed by the end of this week which will be about two years ahead of schedule.

Sewer treatment was down for 2012. Bio-solid disposal expenses took a significant increase in 2012. Other options are being explored to reduce these costs.

Vehicle maintenance has been resumed by the utility department. A mechanic has been hired full time. There are about 65-68 general vehicles plus the ambulances which are part of the maintenance fleet.

3. Community Development – Mark Graham

The Community Development Department has four divisions.

Building permits were up in 2012 but this is reflective of several big, non-residential projects such as Fed Ex, Hampton Inn, and Blue Cross Blue Shield/ Auto Owners. Single family permits remained low, below 20. Remodels and renovations are up and inspections are therefore up. Blight complaints have remained the same. Registered rental units are increasing as a result of homes that have not sold. The second, three-year rental inspection cycle was recently completed. A portion of staff time is spent keeping licenses current and attending continuing education. Additionally staff has been performing improvements around the township such as electrical work.

Rezoning applications, special land use permits are down which is reflective of the slower economy. Zoning enforcement actions declined in 2012 likely in part of the reduction in foreclosed properties. Many complaints were received as houses were vacated under foreclosure. Site plan reviews increased in 2012 and electronic scanning has been stagnant in 2012 due to staff issues.

The Comprehensive Plan was reviewed and modified. This was a major accomplishment for the Department. The vending ordinance is under revision. The utility ordinance is being reviewed to address people dumping unwanted dirt. Home Occupation Permits have been rescinded that were no longer in operation. The fire works law has been reviewed and the law changes have been discussed. This issue may return to the Board in the future.

The Engineering Division filled in gaps along sidewalks to complete sidewalk routes. No pathway development took place in 2012 but there are plans for further pathway expansion in 2013. Site plan reviews increased. Project hours remained the same and the capping of abandoned wells decreased. There are currently about 30 wells to be capped and those remain on a waiting list.

Gary Arnold rewrote the Municipal Utility Standards from 1975. This will be coming to the Utility Committee for review and then on to the Board. The first year of the five-year sidewalk repair program began. The DEQ Storm Water Audit was completed.

Economic Development continues with retention visits and completed about 50. Mr. Reed is thorough with his visits and follow-up. Retention visits are not inclusive of the drop-in visits which are about 10 per week. The Safe Routes to School Grant has been Ed's responsibility and of the six easements needed, one was obtained. The grant expires in August or September of 2013. This will be coming before the Board in the near future regarding potential court action.

4. Parks, Recreation, & Cemeteries – Markus Kirkpatrick

The Parks Recreation & Cemeteries Master Plan was completed in September 2012. There are approximately 20-30 special events held each year by the Department. Routine safety inspections and maintenance and repairs are conducted in the parks and pathways this time of year. Rental fees for the halls and grounds have increased in 2012.

Delta has expanded some of the recreational programs to include 3 and 4 year olds and found a large market that was untapped. Flag football and adult volleyball programs have increased in participation. Swimming has declined but this is often related to the summer Olympic schedule and star performances like Michael Phelps.

The recycling center is looking to increase the items accepted, hoping to add one or two items each year. Cooperation continues with the Eaton County Department of Resource Recovery to offer services and grant funding. Special events include the annual spring clean up and the fall de-leafing program.

The cemeteries had 54 burials in 2012. The count is down from prior years and this could be a direct result of the economy.

5. Accounting Department – Jeff Anderson

The Accounting Department implemented new processes in 2012. The utility billing took a marketing approach to encourage people to sign up for electronic billing. Each individual that participates saves the Township \$9 annually. Over 800 people are currently participating and the Department would like to double that in 2013. There is no longer any meter reading by the Board of Water and Light and no more estimates in billing. A high usage detection will be in place soon to notify users of unusually high activity in water consumption.

The 2000 bonds were refunded to reduce the interest rate to a savings of greater than \$300,000 for the remaining eight years of that bond. The Department changed credit card processing companies and saw an additional savings in this area.

The investment portfolio earned 1.2% last year.

Other items from 2012 include the health insurance committee and the change to PHP, the Looking Glass Agreement and implementing accounting to track the agreement is in place, the union contract negotiations with the fire department were completed, the accounts payable approval has gone electronic and approximately 70% of the departments are currently participating. The year end numbers will be available in March and brought to the Board for review at that

time.

Board members are encouraged to have screen protectors installed on their Ipads. Board pictures are scheduled for Monday at 5:00p.m. The Delta Side Expo is March 2nd at the Lansing Mall from 10am – 3pm. The Township will have a booth as a leading sponsor of the event. Please contact Jen Roberts if you are interested in staffing the booth and what times you would be available.

IX. ITEMS OF DISCUSSION –

1. Comprehensive Plan

Mark Graham is available to answer questions following board member review of the Comprehensive Plan.

Trustee Fedewa inquired about Saginaw Highway at the west end of the Township and looked for clarification regarding low density residential and agricultural and the zoning district versus the plan references. The plan looks 20 years to the future and the zoning district speaks for today.

Additional discussion took place regarding:

- Adjacent communities and their comprehensive plan meeting Delta's comprehensive plan on the boundaries;
- Township wide high speed internet services;
- Potential zoning changes and the results from expanding sewer and/or water services;
- The coordination of the Township's other plans such as the Parks Recreation Master Plan, the Non-motorized Transportation Plan and the like; and
- The process regarding accepting and/or not accepting the plan.

X. ADJOURNMENT

Supervisor Fletcher adjourned the meeting at 7:53 p.m.

CHARTER TOWNSHIP OF DELTA

MARY R. CLARK, CLERK

KENNETH FLETCHER, SUPERVISOR

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Board Materials\Board Meetings\Minutes\February 11, 2013 Committee of the Whole

Minutes Approved: